5 January 1959

MENORANDUM FOR: Assistant Director, CR

SUBJECT : Program for Implementing Recommendations of the Consultants

and the Task Teams

REFERENCE : Central Reference Advisory Group (CRAG) 16-58, dated

12 June 1958, Phase II Program: Item #3, Storage and

Retrieval

The status of Document Division projects as listed in the above reference is as follows:

- Deplement a Document Title Expansion Program - TTR/1-5

Action Date: August and September 1958

Action: (1) In the 7 months (June-December 1958), approximately 50% of the documents indexed (103,557) had titles expanded or abstracts written (52,731). Title expansions alone during that period (47,170) represent almost a 100% increase over previous years.

- (2) the 1st draft of a Guide on How to Write Abstracts and Title Expansions has been prepared (November 1958). The Guide should be in final form and ready for use by February 1959.
- Initiate Pilot. Project for Selective Indexing of FBIS Daily Reports TIR/3-30

Action Date	: August	and	September	1958
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- Revise Intelligence Subject Code to Make it a Community Code - TTR/3-29

Action Date: Revision completed by January 1959

Action: Entire year of 1958 has been devoted to a revision of the ISC. First draft will be distributed to the CODIB Working Group mid-January 1959. Final revision is expected approximately September 1959.

- Conduct Pilot Operation in Analysis Branch of Document Dimvision to Increase the Subject Specialization of the Coding Staff - TTR/1-4; TTR/3-29

Action Date: August and September 1958

Action: Plans have been delayed because of (1) the revision of the ISC and (2) the proposed plans for a Minicard Pilot Operation which will pull manpower from the Analysis Branch. This additional load on the coding staff precludes a pilot operation in subject specialization while the Minicard pilot operation is in progress (6-9 months).

- Review Nodex Policy and Standards of Practice.

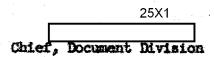
Action Date: August and September 1958

Action: A new list of Nodex Standards has been prepared and will be distributed to interested offices for comment.

- General: Begin Implementation of Relevant Recommendations of Intellofax Task
 Team Report With Limitations of Ceiling and Space Restrictions.
 - An annually revised card count, code by code, to supplement code book.
 TTR/1-4 No Action.
 - 2. Ratio of coders to reviewers should be such that all documents can be reviewed, if necessary. TIR/1-34; 1-37 No Action Personnel Ceiling.
 - 3. Senior Document Analysts should be given more formal training in principles of classification. TIR/1-4 No Action.
 - 4. A rotation system each Senior Document Analyst to serve on Composite Group. TIR/1-6; 1-46; 1-4; 1-50 In effect since January 1958.
 - 5. Follow-up by Composite Group TTR/1-3 Follows-ups are not made on a regular basis. Program was partially accomplished by initial Composite Group as part of their report.
 - Code book containing adequate and full cross referencing. TTR/1-3; 1-31 New ISC will encompass this.
 - 7. Full alphabetical dictionary subject heading index containing cross references and scope notes TIR/1-4 New ISC.

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- 8. Authority File TTR/1-4; 1-32 Maintained only alphabetically at present and not in numerical order for new concepts.
- 9. Model Numbers or Types TTR/1-28 Place names, etc. presently included in title expansions and abstracts.
- 10. Training of some coders in citation methods, e.g., a tour with W.Y. Times Index TIR/1-4 No Action.



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